



**Position: Financial Administrator**

20 hours per week

Reports to the Executive Director

**Description of position:** The Financial Administrator is a part time (20 hours/week) administration level position responsible for financial tracking and reporting at the Orcas Island Community Foundation (OICF) on Orcas Island. This position provides support to the OICF Executive Director in the areas of financial services as related to all funds at OICF as well as other areas as needed.

**Qualifications**

- Experience in Financial Administration, preferably in a nonprofit setting
- Experience in budget development and variance reporting
- Keen awareness and practice of confidentiality
- Demonstrated commitment to high professional ethical standards
- Interest in community
- Excellent computer skills and proficient in Microsoft Office suite programs
- Excellent communication skills, both verbal and written
- Excellent interpersonal skills and a collaborative style
- Persuasive with details and facts
- Willingness to learn new skills

**Primary Duties and responsibilities:**

*Financial Management*

- Manage on-going recording and processing of all incoming and outgoing financial transactions for OICF and OICF managed funds, including Donor Advised Funds, Temporarily Restricted/Initiative Funds, and Endowments.
- Review and distribute quarterly statements for all funds.
- Maintain effective cash flow management reporting and controls; reconcile all bank and Visa statements monthly; reconcile expense vouchers as needed.
- Generate required correspondence for Donor Advised Funds and other donations.
- Payroll activities including generating payroll, payroll taxes, retirement benefits and L&I taxes.
- Assist ED in creating annual budget and analysis.
- Review and send monthly and quarterly financial and managerial reporting according to specified formats and guidelines. Generate year-end reports; fulfill 990, audit, and review-related requirements.
- Support the annual review/ audit process annually.

*Executive Director Support*

- Conduct data research and analysis on an ad hoc basis as requested to assist the ED.
- Prepare and distribute documents for committee and board meetings as requested.
- Contribute to short and long-term organizational planning related to financial and administrative areas.

- Assist with coordination of volunteers in office and at events.
- Staff liaison to the Investment and Finance Committees and other committee work as assigned.

#### *Communications & Program Support*

- Maintain effective communication on business issues and status through regular communication with the Executive Director.
- Maintain desk manual for financial and administrative processes and other OICF policy and procedure documentation.
- Serves as back-up for Communications and Program Services Administrator.

#### **Compensation**

\$28 per hour with prorated benefits and PTO. Hourly wage will be adjusted following an initial three month review.

Please send a resume to [Hilary@oicf.us](mailto:Hilary@oicf.us) or OICF, PO Box 1496, Eastsound, WA 98245

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